



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE UNDER SECRETARY

MEMORANDUM FOR AFSAT

06 APR 2004

FROM: SAF/IAPX
1080 Air Force Pentagon
Washington DC 20330-1080

SUBJECT: Social Security Number (SSN) Requirements for International Military Students
(IMS) To Obtain a Drivers License (DSCA I-03/010922-P2) (SAF/IAPX #04007)

The attached DSCA memorandum provides instructions to assist IMS and their dependents in obtaining Social Security Numbers (SSNs) when required to obtain a driver's license. Please disseminate the attached information to AFSAT personnel and Air Force International Military Student Officers.

SAF/IAPX point of contact is Mrs. Sparkman, DSN 425-8905.

//Signed//
TERRY L. BATES
Chief, Security Assistance Policy Div
Deputy Under Secy, Int'l Affairs

Attachment: 1
DSCA I-03/010922-P2,
Jan 28, 2004

cc: See Distribution

04007



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

JAN 28 2004

In reply refer to:
I-03/010922-P2

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE ARMY
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(INTERNATIONAL PROGRAMS)
DEPARTMENT OF THE NAVY

DEPUTY UNDER SECRETARY OF THE AIR FORCE
(INTERNATIONAL AFFAIRS)
DEPARTMENT OF THE AIR FORCE

SUBJECT: Social Security Number Requirements for International Students to Obtain a
Drivers License (DSCA Policy Memo 04-05)

International military students and their dependents can attend training in the United States for prolonged periods of time. Often, they need to obtain a driver's license, not only for driving privileges, but also for proof of identity so that they may conduct business for the time they are in the United States. Unfortunately, international students in some states have had difficulty obtaining driver's licenses because a Social Security Number (SSN) is required.

Under normal circumstances, international students are not issued SSNs. However, the Social Security Administration does allow international students to obtain an SSN for the purpose of obtaining a driver's license when individual state laws so require. The attached information explains the Social Security Administration's guidance and the specific procedures that must be followed in the affected states (list included in the attachment). International military student officers in these states should advise their international military students to follow these procedures to obtain a social security number before they will be eligible to obtain a driver's license.

The DSCA point of contact for this issue is Ms. Dawn Burke, (703) 601-3864 or e-mail dawn.burke@dscamail.

Richard J. Millies
Deputy Director

Attachments:

1. Procedures for Requesting a Social Security Number (SSN) to Obtain a Driver's License
2. Application for a Social Security Card, Form SS-5

cc: SATFA

AFSAT

NETSAFA

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MARINE CORPS

DISAM

**Procedures for Requesting a Social Security Number (SSN) to
Obtain a Driver's License**

International military students applying for a driver's license in the following states will need to apply for a SSN on the basis that a state law requires proof of an SSN to obtain a drivers license:

Alabama	California
Connecticut	District of Columbia
Illinois	Hawaii
Iowa	Indiana
Louisiana	Kentucky
New Mexico	Nevada
Ohio	New York
Washington	Virginia
W. Virginia	Washington, DC

The application for an SSN must be accompanied by documentation from the appropriate government entity (in this case the Department of Motor Vehicles (DMV)) explaining the need for the SSN. The documentation must be dated and on letterhead stationery. It must specifically identify the non-citizen, the non-work reason for which an SSN is required, the relevant statute or regulation, and the name and telephone number of an official to contact so that the information provided may be verified. It should state that the non-citizen completed all the requirements to receive the license except for an SSN.

Form SS-5 (attached) must be submitted to the Social Security Administration to obtain a SSN. The international military student and their dependents are eligible to request a SSN via this form, but must check that they are a "legal alien, not allowed to work" in block 3, and provide the additional documentation explained above and in the form's instructions. In the 17 states (and the District) referenced, a passport and military ID cards are listed as acceptable documents to provide proof of identity to the DMV. Proof of residency may also be required and can be provided by a letter from the base commander saying that they are being housed at the installation.

For more information on obtaining SSNs, the Social Security Administration can be reached at (800) 772-1213, or visit their website at <http://www.ssa.gov>.

Attachment (1)

SOCIAL SECURITY ADMINISTRATION

Application for a Social Security Card

Applying for a Social Security Card is easy AND it is free!

USE THIS APPLICATION TO APPLY FOR:

- An **original** Social Security card
- A **duplicate** Social Security card (same name and number)
- A **corrected** Social Security card (name change and same number)
- A **change of information** on your record other than your name (no card needed)

IMPORTANT: You **MUST** provide the required evidence or we cannot process the application. Follow the instructions below to provide the information and evidence we need.

- STEP 1** Read pages 1 through 3 which explain how to complete the application and what evidence we need.
- STEP 2** Complete and sign the application using **BLUE** or **BLACK** ink. Do not use pencil or other colors of ink. Please print legibly.
- STEP 3** Submit the completed and signed application with all required evidence to any Social Security office.

HOW TO COMPLETE THIS APPLICATION

Most items on the form are self-explanatory. Those that need explanation are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

2. Show the address where you can receive your card 10 to 14 days from now.
3. If you check "Legal Alien **Not** Allowed to Work," you need to provide a document from the government agency requiring your Social Security number that explains why you need a number and that you meet all of the requirements for the benefit or service except for the number. A State or local agency requirement must conform with Federal law.

If you check "Other," you need to provide proof you are entitled to a federally-funded benefit for which a Social Security number is required as a condition for you to receive payment.

5. Providing race/ethnic information is voluntary. However, if you do give us this information, it helps us prepare statistical reports on how Social Security programs affect people. We do not reveal the identities of individuals.
6. Show the month, day and full (4 digit) year of birth, for example, "1998" for year of birth.
- 8.B. Show the mother's Social Security number only if you are applying for an original Social Security card for a child under age 18. You may leave this item blank if the mother does not have a number or you do not know the mother's number. We will still be able to assign a number to the child.
- 9.B. Show the father's Social Security number only if you are applying for an original Social Security card for a child under age 18. You may leave this item blank if the father does not have a number or you do not know the father's number. We will still be able to assign a number to the child.

Attachment(2)

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13. If the date of birth you show in item 6 is different from the date of birth you used on a prior application for a Social Security card, show the date of birth you used on the prior application and submit evidence of age to support the date of birth in item 6.
 16. You **must** sign the application yourself if you are age 18 or older and are physically and mentally capable. If you are under age 18, you may also sign the application if you are physically and mentally capable. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. If you are physically or mentally incapable of signing the application, generally a parent, close relative, or legal guardian may sign the application. Call us if you need clarification about who can sign.

ABOUT YOUR DOCUMENTS

- We need **ORIGINAL** documents or **copies certified by the custodian of the record**. We will return your documents after we have seen them.
- We cannot accept photocopies or notarized copies of documents.
- If your documents do not meet this requirement, we cannot process your application.

DOCUMENTS WE NEED

To apply for an **ORIGINAL CARD** (you have **NEVER** been assigned a Social Security number before), we need at least 2 documents as proof of:

- Age,
- Identity, and
- U.S. citizenship or lawful alien status.

To apply for a **DUPLICATE CARD** (same number, same name), we need proof of **identity**.

To apply for a **CORRECTED CARD** (same number, different name), we need proof of **identity**. We need one or more documents which identify you by the **OLD NAME** on our records and your **NEW NAME**. Examples include: a marriage certificate, divorce decree, or a court order that changes your name. Or we can accept two identity documents - one in your old name and one in your new name. (See **IDENTITY**, for examples of identity documents.)

IMPORTANT: If you are applying for a duplicate or corrected card and were **born outside the U.S.**, we also need proof of U.S. citizenship or lawful alien status. (See **U.S. CITIZENSHIP** or **ALIEN STATUS** for examples of documents you can submit.)

AGE: We prefer to see your birth certificate. However, we can accept another document that shows your age. Some of the other documents we can accept are:

- Hospital record of your birth (created at the time of your birth)
- Religious record showing your age made before you were 3 months old
- Passport
- Adoption record (the adoption record must indicate that the birth data was taken from the original birth certificate)

Call us for advice if you cannot obtain one of these documents.

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